



Present:

President:	Jeff Roemer ('95):	Public Safety Consultant, RW Mgmt Grp
President-Elect:	Mark Evans ('02):	Dir. Tech.Services, Madison Metropolitan School District
Treasurer:	Dave Ryun (05):	Jail Administrator, Wood County Sheriff's Dept.
Secretary:	Rick Higgins ('02):	Trust Fund Supervisor, WI Dept. of Employee Trust Funds
Historian:	Ron Buchholz ('95):	Deputy Admin. Div. of Safety & Bldgs, Dept. of Commerce
Board Member at Large:	Cathy Williquette ('96):	Brown County Register of Deeds
Past President:	Dianne Hughes ('95):	Admin Services Div. Mgr, Eau Claire County Sheriff's Dept.

Others present: Richard Holden ('97) Director of Development, Village of Plover

1. Call to Order/Introductions/Announcements (Jeff Roemer): at 10:05am

- No introductions since only Board members were in attendance.
- Special thoughts - Rick Higgins Father-In-Law. Jeff offered the Boards condolences on the recent death of Rick's Father-In-Law.



2. Consent Agenda Items:

- Approval of December 6, 2005 WSCPM Board Transition Meeting Minutes. Motion to approve by Dianne and seconded by Jeff. Passed unanimously.
- Approval of Conference Committee Minutes. Motion to approve made by Dianne and seconded by Cathy. Passed unanimously without discussion.

3. President's Report (Jeff Roemer)

- New member letter - finished by Jeff.
- Newsletter Articles - finished by Cathy.
- AACPM - Society Officers - per Jeff not done yet, however, on track with AACPM.
- Oneida Program - The December class was held in this January instead.
The 2006 contract with the Oneida is currently on hold.
The next scheduled class is February 15.
Mark and Dianne will talk to Susan Paddock about the possibility of a new tribe starting a CPM program.
Cathy asked if there had been any contact with other employers? No one present
Cathy said the first register of Deeds class in 2006 will be held in October. She said the Register of Deeds could do at most 2 classes per year.
Ron said he was not aware of any tribes interested or enrolled in the CPM program.
Jeff said the Oneida Program has 12 classes a year, 1 per month, with \$300 for each class going to the WSCPM. He said this has been a significant fund raiser for the WSCPM budget.



4. President-Elect (Mark Evans)

a. Program Committee

1. Speakers Bureau - Mark said no news yet on this, stay tuned in the near future for setting this up.
2. 2006 Training - had hoped for a spring and fall class, but will now aim for a single day event in the fall. Mark handed out a list of proposed classes received from WSCPM members to Dianne and his self. Mark shared and discussed the list with Robbi Dreifuert and Susan Paddock for their input and evaluation. Robbi and Susan's comments were on page 2 of the class list. The classes Robbi recommended WSCPM pursue were in blue and those she didn't recommend were in brown. Mark went over the list of classes with the Board. Mark is proposing a combination of #14, E-mail & Electronic Data & file Management, & #15, Legal Compliance: Open Meetings, Public Records on the class list with #12, Identity Theft relating to electronic data etc. The Board needs to set a date and location. Mark suggested using the Concourse Hotel in October as a preview to the hotel before the 2007 AACPM National Conference and having the annual Board meeting the day before or after the class. Board consensus was this was a great idea. Mark will check with Rose from the Concourse about getting a conference room at no cost if the class members eat lunch at the Concourse. Discussion about days that the class should be held resulted in no Monday's or Friday's, Oct. 3-5 due to the Register of Deeds classes, and not Oct. 7-11.

5. Past President (Dianne Hughes)

a. AACPM Annual Report – Dianne has submitted the report to the AACPM.

b. Transitional Issues – any transitional issues will be addressed as needed, nothing to report.

Jeff said he would pass on a CD of his documents and not paper documents at the end of his 2 year term to the next President.

6. Secretary (Rick Higgins):

a. Who I am Presentation – Rick gave the board a bio on his life and career.

b. Report – There are 24 WSCPM members enrolled and 1 associate member so far for 2006.

c. E-mail lists – Am updating the e-mail lists for rejected e-mails and working to find new addresses.

d. Packet Evaluation – Packet material has been updated for 2006 for new members.

Cathy agreed to continue updating the WSCPM brochure and getting it published and handed out new brochures to the Board. She will order another 300 brochures and deliver 50 to Rick, Dianne, Jeff, Mark, and Ron for distribution when needed.

7. Treasurer

a. Report – Before his report Dave was asked and agreed to do a "Who Am I" presentation for the May board meeting. Dave distributed 4 reports, 2 reconciliation summary reports, one for savings and one for checking, a register report, and register report – all dates to the Board.

Jeff asked that a budget summary be done for each Board meeting for members and each month send a report to him.

b. Bank change – made 2 accounts in Quicken and bank, one checking and one saving. Put most of the WSCPM funds in savings to earn more interest.

c. AACPM Payment – annual dues bill was received.

d. Quicken - Dave bought a new Quicken program and converted the WSCPM budget information.

8. Historian (Ron Buchholz)

a. Document Review and Archiving – Ron and Rick will each keep a set of the Society's documents on a CD for archiving.

History book – Ron will purchase a new book to match the current one to add more Society information



- b. By-Law Page Numbers – completed and already sent to Board members.

9. At Large – Finance

- a. Finance Committee Report – Debra couldn't make today's meeting so there was no report to Jeff.
- b. Audit - Cathy reported Don Heim could not do this year's audit. Jeff asked the Board if they knew anyone to do the audit? Rick said he would check on someone he knew and notify Jeff if he had an auditor.

10. At Large – Communication (Cathy)

- a. Communications Committee Report – Cathy will send new Board letterhead to Board members.
Web based e-mail motion tracking system – Ron will send AACPM motion tracking to Rick.
Electronic calendar – no work started on this yet. Discussion was to put on the WSCPM Web site a calendar of upcoming events for the next 2 years.
- b. Updated documents – updated Board letterhead.
- c. Web site – Kathy Skiera and Cathy W. have both gotten training and are sharing our Web site management. Link to OSER web site not done yet.
- d. Brochure – updated Society brochure as noted earlier.
- e. Privacy Policy Review – done on the brochure and Cathy will put it on the WSCPM Web site.

11. 2007 Conference Committee

- a. Board Action Items – Mark distributed and read the Feb. 2006 Progress report for the 2007 conference to Board members. Mark asked the Board to let him know later if the progress report was okay?
Mark would like the Society Web site available for reserving lodging in June 06.
Ron said the AACPM can do a Web site link for lodging. Ron said AACPM will take down the 06 conference and put the 07 on their Web site after the 06 conference.
Mark will check with Rose from the Concourse Hotel for approval of a Web site link.
Motion was made by Jeff that Mark be empowered to get a link on AACPM Web site to allow registering for the 2007 conference. Cathy seconded the motion, approved unanimously with no discussion.
Dave will start a new Quicken account for the conference expenses and budget.
- b. Meeting schedule – Mark put out tentative meeting dates of February 24, March, and April in Madison. Rick will check for a room at ETF in April and a conference phone. Jeff said some Board or conference committee members could listen via telephone conference at his office. Cathy said she has a free phone conference company we can use. Mark will check with Tammy Olson for a meeting at her office in March. Motion made by Dianne for Jeff to request from AACPM a \$2000 advance for the 07 conference. Cathy seconded the motion. Passed unanimously without discussion.

12. Other Issues

- a. Next Board Meeting and CPM graduation – May 5, 2006 in Madison, Tommy Thompson Building (Commerce) conference room 3C – 9-11:30.
Jeff asked Rick to work out with Robbi and Susan lunch site for WSCPM and new CPM graduates and a room to meet the grads at.
- b. AACPM 2006 National Conference attendees from WSCPM – Ron is a national delegate and will be attending. Discussion regarding which WSCPM Board members should attend. Jeff, Mark, and Rick were chosen. Motion made by Dianne to approve AACPM conference attendees and seconded by Cathy. Passed unanimously without discussion.
Motion made by Cathy for Dianne as alternate to AACPM conference and seconded by Mark. Passed unanimously without discussion.



Wisconsin Society of Certified Public Managers®

WSCPM BOARD MEETING

Menasha Public Library

440 First St.

Menasha, WI 54952

Tues. Feb 7, 2006: 10 a.m. – 1 p.m.

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Meeting adjourned 1:10 pm.

Respectfully Submitted, Rick Higgins, Secretary